IDACS NEWS QUARTERLY

Becoming a MDD Instructor for Your Agency

Mobile Data Devices (MDD's) play an important part in the ever-changing role of dispatch communications. MDD's have been used by several law enforcement agencies within Indiana over the past few years.

Each agency that currently provides MDD usage for law enforcement officers must designate a qualified candidate to serve as a certified MDD instructor for their agency. Your agency may not currently use MDD's, but may consider doing so in the near future. Are you interested in becoming an MDD instructor?

Listed are some of the qualifications needed before becoming an MDD instructor:

The MDD instructor should be appointed by the agency head (on department letterhead), and approved by the IDACS Committee Chairman.

The instructor candidate is required to be at minimum, a certified Inquiry Operator, passing with a minimum grade of 80%.

The instructor candidate is required to use multi-media/visual aid during class instruction.

The instructor candidate is required to teach an MDD class, observed by one IDACS instructor. The IDACS instructor will use an approved evaluation form and if the candidate meets the criteria the IDACS instructor will sign the evaluation form verifying the candidate has been certified.

The instructor candidate is required to teach and provide an IDACS approved MDD lesson plan.

All instructors must be re-certified within two years of their original certification date.

An MDD instructor should be a volunteer, someone who has a true desire to teach fellow law enforcement officers rules, regulations, procedures, and MDD software application. Officer safety is also a key factor in MDD use. If you meet the minimum qualifications for MDD instructor candidate contact the IDACS Trainer for your area by calling IDACS at 317-232-8292.

For a complete explanation on MDD instructor certification please refer to the Training and Certifications Manual listed in OMNIXX IDACS file or on the IDACS Web-Pages.

Is Your Log on Information Secure?

We have all learned that even though we might work for a law enforcement agency, there are some individuals that like to take advantage of the system and its capabilities, including your fellow employees and co-workers.

Does this have an effect on you? A person never knows when their information might be compromised . It is important that your information is secure and that no one can obtain your log on information. This would enable someone to run unauthorized transactions with your information.

So you might ask yourself, "How do I keep my information secure.?"

The # 1 important rule is to **NEVER** discuss your USER ID, PASSWORD or challenge question and answer that you submitted for your security when calling into IDACS for help. That can be compromised and your password can be changed without your knowledge. There have been instances that individuals have let someone else use their log on for unknown reasons.

BE CAUTIONED: The choice to give out your information to be used by another operator is a violation of the system rules and will be reported with severe implications. Do not leave your password in the PWD Field. Please remember, the system is a useful tool and is needed for the protection of law enforcement and the public.

Treat your user privileges with respect and integrity. If you have any questions about your log on to the system, always discuss them with your IDACS Coordinator or the IDACS section.

Notice to All Certified MDD Instructors

As of July 1, 2006 all MDD operators are to take the test through the IDACS System Trainer. We are not accepting paper tests at this time. We are asking that after each class, instructors fax IDACS a combined list/roster of the individuals that attended class so we have documentation of the operators we added the trainer option to for testing. Please include the date of class, location of class and the instructors name. This will help with organization and any confusion. It might also be wise to read over the IDACS certification manual located on the IDACS website www.in.gov/isp/idacs.
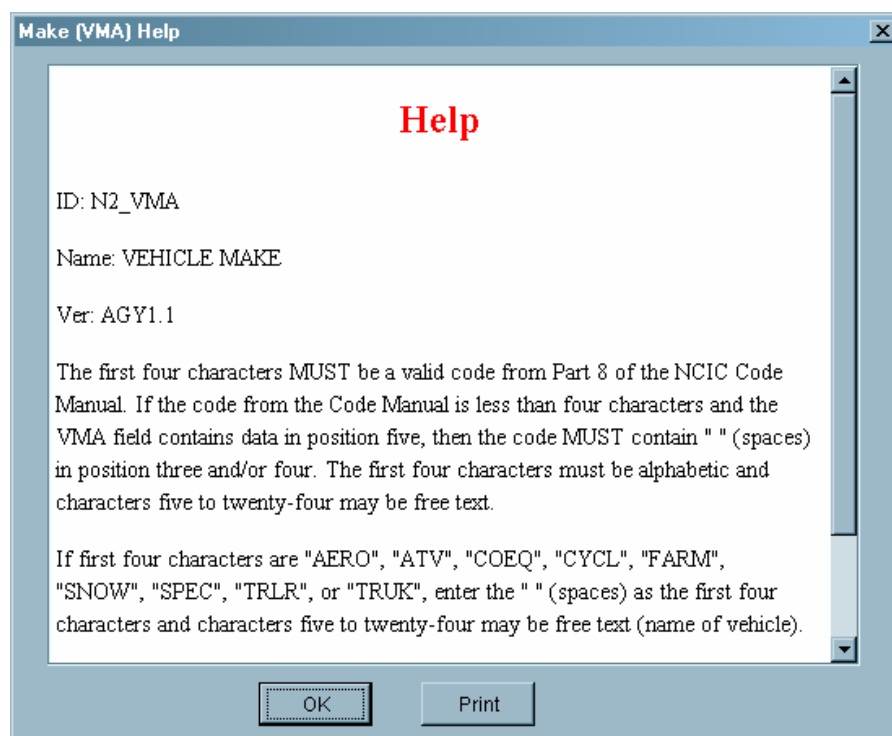
Warrant Type Field Wanted Person Entry (EW)

Effective June 1,2007 the WARRANT TYPE (WTY) field on all wanted person entries (and on modify transactions that do not contain a WTY field entry) will become a mandatory entry field. This action is in response to the requirement to identify FELONY wanted persons records to the Social Security Administration (SSA). The effect of this action will be to allow the SSA to identify to law enforcement any felon receiving SSA benefits, and the address to which any payments are being sent

Using Generic Vehicle Manufacturer (VMA) Codes

Omnixx allows an operator to enter any vehicle into IDACS and NCIC, even when the vehicle manufacturer is not listed in the Omnixx pop-up menus or NCIC Code Manual.

When the manufacturer is not listed, the operator making the entry must use a valid generic VMA code. The list of valid generic codes that can be used in Omnixx is available through the Field Help screen for Make (VMA).

To access Field Help, left click in the field you are seeking help with. When the red cursor is flashing in that field, press the right mouse button to display a list of options. Left click on Field Help to display the following dialog box...

Make (VMA) Help

Help

ID: N2_VMA

Name: VEHICLE MAKE

Ver: AGY1.1

The first four characters MUST be a valid code from Part 8 of the NCIC Code Manual. If the code from the Code Manual is less than four characters and the VMA field contains data in position five, then the code MUST contain " " (spaces) in position three and/or four. The first four characters must be alphabetic and characters five to twenty-four may be free text.

If first four characters are "AERO", "ATV", "COEQ", "CYCL", "FARM", "SNOW", "SPEC", "TRLR", or "TRUK", enter the " " (spaces) as the first four characters and characters five to twenty-four may be free text (name of vehicle).

OK   Print

To use a generic VMA code correctly, enter the vehicle manufacturer as shown in the following examples...

TRLR TRAILNGO

FARM CORNHUSKER

ATV POLARIS

In each example, the first part of the VMA is the generic code, followed immediately by a space, then the actual vehicle manufacturer name as provided by the owner. *Note: Use two spaces when using the generic code ATV.*

Using the SVIN Entry

Sometimes the VIN number provided by the owner does not conform to the standard seventeen-character format established by the NICB. The operator making the entry should make all attempts possible to confirm that the VIN provided is correct. Once the VIN has been confirmed, the operator can force IDACS and NCIC to accept the VIN using the SVIN override command.

To use the SVIN override, the operator must place the word SVIN in the first four spaces of the miscellaneous field. *Note: Additional information may still be entered following SVIN.*

The following image shows an example of a vehicle entry using a generic VMA code and a VIN that does not follow established VIN standards...

Contact the State Police Data Operations Center should you have any questions regarding generic vehicle entries or the use of SVIN. Our operators all know and understand this subject very well and will be glad to assist you.

NCIC Unidentified Person File

Overview

The Unidentified Person File contains information about unidentified deceased persons, persons who are living and unable to ascertain their identities, unidentified catastrophe victims, and body parts when a body has been dismembered.

Criteria for Entry

Only the agency holding the unidentified person report may make an NCIC 2000 entry. The entry must meet one of the categories discussed above. The entering ORI must account for all fields in the record. Missing information obtained at a later time should be promptly added through the use of a modify message.

Within 60 days of the entry an agency is required to verify and update the record with any additional information, including Blood Type (BLT); Dental Characteristics (DCH); Fingerprint Classification (FPC);

Jewelry Type (JWT); Scars, Marks, Tattoos, and other characteristics (SMT).

Record Retention Period

Unidentified Person File records will remain in the system indefinitely or until action is taken by the originating agency to clear or cancel the record.

Frequently Asked Questions

Question: How many records are there in the unidentified person file?

Answer: As of December 31, 2006, there were 6,208 unidentified person records in NCIC.

Question: If an individual had knee replacement surgery can that information be entered in an unidentified entry?

Answer: ABSOLUTELY! Medical Devices and Implants as well as scars, marks, and tattoos are

big identifiers in a record. To enter an artificial knee, hips, pacemakers, etc. select the NCIC code drop down box next to Scars, Marks and Tattoos section, and then select Medical Devices and Implants, the proper NCIC codes for the entries will appear. The entry for an artificial knee would be coded as ART_KNEE. Also, keep in mind that many implants also have a serial number. The serial number should be noted in the miscellaneous field of the entry to assist in further identification of an individual.

Detainer File and Locate Records

There has been problems with Wanted Persons records being cleared or canceled that have a Detainer or Locate attached.

If your agency is having difficulty clearing or cancelling a record with a Detainer or Locate attached, an administrative message (AM) will need to be sent to Data Operations identifying the problem , include the IDX/NIC and OCA.

This problem is being researched as to why this is occurring and has been reported to the state's vendor. If you have any questions regarding these issues contact IDACS or Data Operations.

Mismatched and In Process Records

There are several types of mis-matched conditions that can be received on the system.

OpenFox has added a process where a record is restored in both IDAC/NCIC when a clear or cancel attempt fails in either file system. When this occurs, agencies cannot clear a record if is has been purged or de-leted from either IDACS or NCIC.   This creates a mismatch condition and causes the re-cord to be restored.

One type of condition is called In Process Records. These en-tries have been placed in a pending status. The system is waiting to submit the record(s) to NCIC and had failed to transmit the record.   As a re-sult, three major categories of mismatch conditions exists: a record in IDACS only, a record in NCIC only or In Process Re-cords. A response from the system will be: ("Unable to Delete In Process Record").

Another type of mismatch condition occurs when the system synchronizes its files. This process occurs daily. The system will generate a mes-sage "Mismatch record check MFC." The acronym "MFC" stands for Message Field Code. The system is indicating that a field in the entry has some type of error and those fields do not conform.

What to do when this type of message is received.

When an "Unable to Delete in Process Record" is received an administrative message (AM) will need to be sent to Data Operations INISP0000 identify-ing the problem. Include the IDX, NIC and OCA number. Your request will then be proc-essed.

When a message is generated indicating a Mismatched condition, an inquiry transaction needs to be made on the record. Carefully review the two responses (IDACS/NCIC) to see what fields have conflicting informa-tion. When it has been deter-mined what fields have errors, then a modification transaction will need to be made to correct those fields. If all of the infor-mation is correct and the only difference between the two records consists of spacing dif-ferences, then the mismatch notice can be ignored.

In the event that a modifica-tion cannot be made, an ad-ministrative message (AM) will need to be sent IDACS, INISP0007 identifying the problem. Include the IDX/NIC and OCA numbers.

Communications Training Schedule 2007

Month	Date	Course	To Register:
July	16-20	Basic Telecommunications Course	kdignin@isp.in.gov
July	30	Handling Domestic Violence/Crimes in Progress Calls	kdignin@isp.in.gov
August	20	Public Safety Comm Terrorism Awareness Course	kdignin@isp.in.gov
August	22 –24	Communications Training Officer Course	Register@in.gov/ilea
August	27	Call Prioritization and Children Callers	kdignin@isp.gov
September	24	Legal/Liability Issues for Dispatchers	kdignin@isp.gov
October	15-19	Basic Telecommunications Course	Register@in.gov/ilea
October	29	Handling a Hostage caller/Suicidal Caller	kdignin@isp.in.gov

Training Dates and Topics are subject to change. Notification will be sent as soon as possible.

BOAT FILE

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W D X O J L K G G H V M L M M I R P X L E M Q E E
A Z U S E Q R E B M U N L L U H E U R L P I O U P
Q C H N X W V U G B O A Q B L B G Y D P Y S Z G Y
C F G V X B U R V G Q F H Y P K I S Y H T C D L T
V T B O Y C A P L I N Z A N L U S G D U N E P I E
H P J N A O V L U Q J T M E I L T U M L O L Y X G
N V R J J A I X G A O W V G D O R P Q L I L H G A
R E B M U N T N E M U C O D D R A U G T S A O C M
R O L O C L Q Y X X C H T B Z D T S M Y L N F U I
I M A G E N I C N U M B E R A T I G L P U E N Q R
E T C W V E J D B Q L P E T H E O M N E P O K U Z
E M R E B M U N E S A C E G A K N I L B O U A S G
K P A M W E S U B H M O A M R J N Y X Z R S B K E
J P Y N Y H D C S O F D Z N D A U W U S P I Z E G
Q N R T L A A L O T A B O P H O M E P O R T O K R
T P U K H E L E H Z K T A D S L B X C I S X E Z F
H X S T U U D E D U I D N H G L E G Q E Z F N S C
Y H W P H Q F O S H L B T A H K R L G H E D H F S
B J M M C T F B M O U Q R K M G N O J L E O J D H
L I N K A G E A G E N C Y I D E N T I F I E R T J
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Boat Name	Coast Guard Number	Color
Date of Theft	Home Port	Hull Number
Hull Shape	Hull Type	Image NIC Number
Image Type	Length	Linkage Agency Identifier
Linage Case Number	Miscellaneous	Model Name
Propulsion Type	Registration Number	Type

100 North Senate Ave.
Indiana Government Center North
Indianapolis, IN 46204

Phone: 317-232-8292
Fax: 317-233-3057
E-mail: idacs@isp.IN.gov

www.in.gov/isp/idacs

IDACS Committee Meeting Schedule

Remainder 2007:

Tuesday September 4, 2007 10:00 a.m.

Indiana State Police District 52, 8620 E. 21st St.

Indianapolis, IN

Tuesday December 4, 2007 10:00 a.m.

Indiana State Police Dist. 52, 8620 21st St.

Indianapolis, IN

IDACS STAFF

IDACS System Coordinator

Vivian Nowaczewski

Program Director

Andre' Clark

Administration

Sara Bloemker

IDACS Training

Deborah Cook

Travis Hueston

Tracey Matson

Troy Scott

IDACS Security

Sgt. John Richards

Sr. Tpr. Brian Millard

Sr. Tpr. Eric Garceau

Data Operations Center Staff

Supervisor

Carrie Hampton

Day Shift (0700-1500)

LuJuan Harris

Jennifer Adrian

Amanda Sweet

Evening Shift (1500-2300)

Sherif Lee

Sharon Squires

Night Shift (2300-0700)

F. Michael Kline

Seth Murray